



American Consulate General, Chennai

May 26, 2010

Vacancy Notice

American Consulate General, Chennai, is seeking individuals for 6 Visa Clerk positions in Non-Immigrant Visa unit of the Consular section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed forms will be considered. (Refer to application procedure below)

Only applicants who are selected for skills test/interview will be contacted.

ANNOUNCEMENT NUMBER: CHE-PSAP-2010-12

OPEN TO: All Interested Candidates

POSITION: Visa Clerk

NUMBER OF POSITIONS: Six (MLA312009, MLA312040, MLA312045, MLA312063, MLA312065 & MLA312067)

OPENING DATE: May 26, 2010

CLOSING DATE: June 16, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/MOH/NOR:** Grade: FP-08*
Ordinarily Resident: Grade: FSN-06*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE CONSIDERED.

BASIC FUNCTION OF POSITION

Performs sensitive and highly varied work pertaining to Non- Immigrant Visa services in a high volume, fast paced post, including prescreening non- immigrant visa applications, providing NIV information to the public, interpreting for American Officer at the time of visa interview, and operating the Machine Readable Visa (MRV) system.

Reviews NIV applications to ensure they are complete, including complex cases such as several categories of petition-based temporary workers visas. Checks previously entered RDS/MRV case information for accuracy, ensures required security name checks have been sent and results received, performs MRV photo capture per standards set by CA office, captures 10 fingerprints using TPLS (Ten Print Live Scan) application ensuring quality standards established by NIST (National Institute of Standards and Technology), performs SEVIS database check for students and exchange visitors and annotates 212E residency requirements based on Exchange visitor List for exchange visitor visa categories, runs PIMS check in CCD for all petition based cases and updates the status in the NIV system. Prepares 221g cases submitted by the courier service for adjudication by an American officer.

Refers cases with biometric hits, IDENT, IAFIS to appropriate Consular Officer for clearance or further action and alerts American Consular officer on the name check expired cases and requests them to re-transmit & re-adjudicate the cases to print the NIVs. Verifies and physically prepares visas and pastes into applicants' passport. Quality checks each and every visa printed before dispatch and affixes them in the proper format. Prepares passport delivery reports to the service provider and reports any discrepancy to the supervisor Tracks printed visas in database. Handles controlled items such as blank visa foils, taking personal responsibility for them from an American officer.

Acts as interpreter for Consular Officers on a wide variety of NIV cases, including some with complex and sensitive aspects.

Regulates applicants flow in the ACAC and Visa lobby. Scans revocation memos and other relevant documents for H/L visas in to NIV, updates post's existing revocation memo database and ship them to KCC by unclassified pouch.

Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

- a. Completion of XII STD is required.
- b. Two years of office clerical work involving public contact is required.
- c. Advanced professional proficiency in English is required – level IV in speaking, level IV in reading, level III in writing.
- d. Advanced professional proficiency in at least one of the South Indian languages (Tamil, Telugu, Malayalam or Kannada) is required - level IV in speaking, level IV in reading and level III in writing.
- e. Must possess good knowledge of pertinent Indian laws, customs, religions and other local factors affecting visa eligibility. Understanding of the concept of need to establish controls over the custody and processing of visa foils and the concept of the principle of accountability is essential.

- f. Ability to work well with general public, exercising tact, discretion and good judgment in a high-pressure environment. Must have good judgment in referring inquiries to higher authority when necessary despite pressure from customers. Must be able to function honestly and effectively while processing visa applications. Must be able to understand and apply the processes of checks and balances and of proper documentation in processing of visa applications; must be able to read and comprehend complex rules and regulations and apply them correctly.
- g. Must have good typing and word processing skills; must be familiar with MS Office; ability to learn complex consular software is essential.
- h. Must possess good interpersonal skills.

SELECTION PROCESS

When equally qualified, Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above, in their applications.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

- 1. Application for Employment, Form HR-01, available on website

<http://chennai.usconsulate.gov/pdfs/jobs-and-others/hr01form.pdf>

- 2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Juliana K Ballard
Management Office
220 Anna Salai
Chennai 600 006

or

FAX: 2857 4455/ 2811 2020

or

E-mail: chennai-vacancies@state.gov

(Please insert “**CHE-PSAP-2010-12**” (Vacancy Announcement Number) in the subject line of the e-mail. Applications without the announcement number or with incorrect announcement number will not be considered).

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2857-4000

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Management Office by close of business June 16, 2010.

An Equal Opportunity Employer

Approved: M: Juliana Ballard
Cleared: Cons: Leon Gendin
Drafted: M/HR: Vasu S